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GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

MARY A. LANNOYE
DIRECTOR

November 1, 2004

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Mary A. Lannoye *MAL*
State Budget Director

SUBJECT: Executive Directive 2004-7 – Travel Restrictions and Reporting

Executive Directive 2004-7 continues travel restrictions within the Executive branch through September 30, 2005. Identical restrictions are also contained in fiscal year 2005 budget bills for each department.

This memorandum supersedes and replaces my November 11, 2003, communication on this topic; outlines procedures necessary to implement Executive Directive 2004-7; and provides directions for complying with report requirements contained in the Management and Budget Act and in fiscal year 2005 budget bills.

Out-of-State Travel Restrictions

Any travel financed in whole, or in part, by general fund or state restricted funds is subject to these travel restrictions. Out-of state travel is prohibited unless the situation meets one or more of the criteria listed in Executive Directive 2004-7. Department directors may approve out-of-state travel if one or more of the following criteria are met:

1. The travel is required by legal mandate or court order or for law enforcement purposes.
2. The travel is necessary to protect the health or safety of Michigan citizens or visitors or to assist other states in similar circumstances.

3. The travel is necessary to produce budgetary savings or to increase state revenues, including protecting existing federal funds or securing additional federal funds.
4. The travel is necessary to comply with federal requirements.
5. The travel is necessary to secure specialized training for staff that is not available in Michigan.
6. The travel is financed entirely by federal or non-state funds.

There may be other situations that warrant out-of-state travel. In these instances, the attached form (signed by the department director or his/her designee) should be submitted to the State Budget Director for approval prior to making out-of-state travel arrangements. This form is also available on the State Budget Office website at <http://www.michigan.gov/budget>. [Note: If your agency has a similar form that you are using for out-of-state travel authorization, you may use your own form instead of the DMB 100c with prior approval from our office. Share a copy of your form with Nancy Duncan to secure approval.]

In-State Travel Limitations

During fiscal year 2005, each department director and autonomous agency head is required to limit in-state travel. It is the responsibility of each department and autonomous agency to establish policies and procedures to ensure that all in-state travel is critical to the effective and efficient operation of state government.

Reimbursement of Judicial or Legislative Travel

Any department or autonomous agency which finances travel costs of a justice, judge, or legislator, judicial staff, or legislative staff during fiscal year 2005 is required to charge these travel expenses to the State Court Administrative Office, the Secretary of the Senate, or the Clerk of the House of Representatives, as appropriate.

In order for the State Budget Director to compile the statewide report required under Executive Directive 2004-7, copies of the inter-account billings should be submitted pursuant to year-end closing procedures.

Travel Reports

1. Out-of-State Travel

Each department is responsible for producing an annual out-of-state travel report in accordance with section 217(3) of Public Act 431 of 1984 (the Management and Budget Act) and with language provisions contained in fiscal year 2005 budget bills.

Any out-of-state travel funded in whole or in part with funds appropriated in the department's budget, or funded with internal service funds, is subject to annual reporting requirements. Not later than January 1, 2005, each department will prepare an annual out-of-state travel report for the immediately preceding fiscal year (FY 2004). The report will be prepared using the attached Out-of-State Travel Format (Form DMB 100f.) This form may also be located on the State Budget Office website at <http://www.michigan.gov/budget>. The following information must be included in each report:

- a. The name of each person (classified and unclassified employees), receiving reimbursement for travel outside this state or whose travel costs were paid by the state.
- b. The destination of each travel occurrence.
- c. The dates of each travel occurrence.
- d. A brief statement of the reason for each travel occurrence.
- e. The transportation and related costs of each travel occurrence, including the amount funded with state general fund/general purpose revenues, state restricted revenues, federal revenues, and other revenues (i.e., local, private or internal service funds.)
- f. A total amount of all out-of-state travel funded for the immediately preceding fiscal year (FY 2004).

2. In-State Travel

The annual travel report will also include a summary statement of the total amount expended for in-state travel for the immediately preceding fiscal year (FY 2004).

Each department director should submit the annual travel report to the chair and members of the Senate and House Appropriations committees, to the Senate and House fiscal agencies, and to the State Budget Director.

Your cooperation in implementing this directive and complying with reporting requirements is appreciated. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director at (517) 373-0870.

Attachments:

- 1) Out-of-State Travel Authorization (Form DMB 100c)
(<http://www.michigan.gov/budget>)
- 2) Out-of-State Travel Report Format (Form DMB 100f)
(<http://www.michigan.gov/budget>)
- 3) Executive Directive 2004-7

cc: Rick Wiener, Chief of Staff
Lisa Webb Sharpe, Director of Public Policy
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution